

Southeastern Wisconsin Workforce Development Area #1
(Kenosha, Racine, and Walworth Counties)

**Workforce Plan
2005-2007**

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(the Workforce Investment Act)

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Plan Outline:

I. Workforce Development Area Needs, Labor Market Analysis, and Assessment of Workforce Investment Activities and Assets

- A. Workforce Investment Needs as they relate to businesses, job seekers, incumbent workers, and youth:
- B. Labor Market Information
 - 1. Current and projected jobs
 - 2. Required job skills
 - 3. High Demand/High Wage Jobs and Industry Clusters
- C. Assessment of Current Workforce Investment Activities
 - 1. Assessment of services for adults, dislocated workers, and displaced home makers
 - 2. Assessment of services available for youth
 - 3. Assessment of Services available for employers

II. Workforce Development Area Vision and Goals

III. Workforce Development Board

- A. Plan Input and Review Process
- B. WDB Functions
- C. WDB Composition
- D. Youth Council
- E. WDB Support and Administration

IV. One-Stop Delivery System

V. Demand Driven Workforce Investment System

- A. Process to identify business needs
- B. Partnerships with regional business associations
- C. Industries upon which the WDB is focusing and methodology of determination
- D. Methods of communicating in-demand occupations to staff who serve customers
- E. Utilization of growing industry information
- F. Innovative strategies to respond to evolving labor market needs
- G. Processes to prioritize efforts to quality workers

VI. WIA Title I Program Services

- A. Services for Adults, Dislocated Workers, and Displaced Homemakers
 - 1. Funding Priorities
 - a) Priority to low-income individuals and public assistance recipients if necessary
 - b) Priority to veterans
 - 2. Service Mix (% between core, intensive, & training)
 - 3. Displaced Homemakers
 - a) Coordination with WTCS
 - b) Integration into the Dislocated Worker Program
 - 4. Services to Customer Segments and Helpful Service Strategies
 - 5. Women as a target population
 - 6. UI Profiling
 - 7. Expeditious Response to Plant Closings

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B. Core Services

1. Services provided in addition to:
 - Eligibility determination
 - Outreach and intake
 - Assessment of skills, abilities, aptitudes, and supportive service needs
 - Labor market information
 - Provider information
 - One stop system performance
 - Supportive services
 - Follow up services
 - Unemployment Insurance claims filing
 - Eligibility for training programs
2. Coordination with Wagner Peyser Labor Exchange
3. Supportive Services Policies

C. Intensive Services

1. Intensive services in addition to:
 - Assessments
 - Employment planning
 - Counseling
 - Career planning
 - Case management
 - Pre vocational services
2. Self sufficiency definition
3. Service coordination across funding streams

D. Training Services

1. Funds (%) allocated to OJT, ITAs, and customized training
2. ITA Policy (limits on duration and amount)
3. ITA exceptions
 - a) Policies for OJT and customized training
 - b) Process for determining insufficient number of eligible providers if applicable
 - c) Criteria for determining effectiveness for community based organizations serving customers with multiple barriers

E. Youth Program

1. Youth program framework
 - a) Integration in one stops
 - b) Coordination with foster care, youth apprenticeship, and other relevant youth programs
 - c) Coordination with youth corps
 - d) Assurance that ineligible youth have access to other job center services
2. Provision of required elements
 - Preparation for post secondary
 - Linkage between academic and occupational learning
 - Linkage to employer connections
 - Alternative schools
 - Summer employment
 - Paid and unpaid work experience
 - Occupational skill training
 - Leadership

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- Guidance and counseling
- Supportive services
- Follow-up services
- 3. Youth Definitions
 - a) Sixth eligibility criterion
 - b) Local definition of “deficient in basic literary skills”
- 4. Process to target services to out of school youth
- 5. Process to target services to youth most in need including children in foster care and offenders
- 6. Process for awarding grants and determining effectiveness
- F. New strategies based on performance standard failure for two consecutive years
- G. Strategies for faith based and community based organization connections

VII. Service Providers and Oversight

1. Selection of Providers
 1. Process for selecting providers for core, intensive, and youth services
 2. how and where and by whom services will be provided for core, intensive and youth services
 3. Organizational chart for core, intensive and youth services
2. Oversight of Providers
 1. Monitoring and oversight procedures
 2. Process for ASSET training
 3. Processes for timely, accurate ASSET entry
 4. Description of local data systems to record and track participants

VIII. Performance and Accountability

1. Criteria for additional performance standards beyond those required
2. Continuous improvement activities
3. Follow up services aimed at retention

IX. Assurances and Signatures

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X. Workforce Development Area Needs, Labor Market Analysis, and Assessment of Workforce Investment Activities and Assets

I. A. Workforce Investment Needs

I.A.1.a. Workforce Needs of Employers and Businesses: **Employers and businesses within Southeastern Wisconsin need qualified, productive, competitive workers.** Employers need workers who will add value to their businesses and give them a competitive advantage on a global basis-- employees that fit within all levels of their organizations from entry level and part time positions to highly trained, degreed and advanced degreed "knowledge workers." In order to achieve this overarching goal, the local workforce development system needs to be efficient, organized, comprehensive, and quickly responsive to continually evolving market dynamics. Characteristics of an effective system include:

- flexible, responsive training & education systems
- accurate thorough information on the labor pool & economy
- access to "talent" on a state, national, and global basis
- resources and services that assist with recruitment, hiring, retention, and training
- access to information and resources that increase worker productivity
- business-oriented workforce development professionals directly accountable for serving employer needs
- recognition that the number of job seekers versus numbers of job openings is not a sufficient measure of adequacy for the local labor market—skills sets and qualifications must address job requirements

One other specific critical need that employers have repeatedly voice in Southeastern Wisconsin is the need for healthcare cost relief.

I.A.1.b. Job Seeker Needs: **Job seekers in Southeastern Wisconsin need jobs.** To achieve this, job seekers need tools to find jobs, accurate information about available jobs, and access to resources, services, and training that equip them for jobs. The majority of job seekers in the region need jobs that offer family supporting wages and health benefits. However, as the demographics and nature of the workforce changes, many job seekers seek post retirement jobs, second earner opportunities, and flexible jobs that accommodate modern lifestyle priorities such as those associated with "Generations Xrs", "Yrs", young talent, and knowledge workers. Job seekers need a workforce development system that is efficient, organized, comprehensive, and quickly responsive. Characteristics of an effective system include:

- accurate reliable information on the labor market
- access to services and resources that assist with finding, getting, and keeping jobs
- training and education
- knowledgeable, customer-oriented professionals who can provide personalized attention and assistance based upon specific needs.

The needs of job seekers are varied, so the ways of addressing thier needs must vary as well. Training and education must be provided through multiple approaches tailored to different learning styles and personal circumstances, such as age, disability, caregiver status, mobility, and lifestyle.

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I.A.1.c. Incumbent Worker Needs: **Incumbent workers in Southeastern Wisconsin need job skills that make them competitive within their existing organizations as well as within the overall labor market.** Mass lay-offs, plant closings, and ongoing dislocations have been steady and ongoing within Southeastern Wisconsin. Often the wages of the individuals losing their jobs do not match the wages for their skill sets within the context of the broader job market. Organizations struggling to keep from closing often need to retool their organization, upgrade their technology systems, and upgrade the skills of their workforce. As all jobs become less secure, every working individual needs to continually improve, upgrade, and adapt their skills. This is a workforce strategy individuals need to embrace for their entire working lives. The workforce system needs to respond to the needs of incumbent workers in ways that are as thorough, comprehensive, and varied as it does for active job seekers.

I.A.1.d. Workforce Needs of Youth: **Youth need skills, education, and experiences that prepare them for a lifetime of evolving jobs, careers, and changes.** Youth in Southeastern Wisconsin are coming of age into a workforce that is dynamic and perhaps even brutal. Job expectations and wages are influenced by economic conditions that literally span the globe. To confront this reality, youth need a solid education, good work skills, training, and the ability to continually retrain and adapt throughout their working life. Technology literacy, job information, professional guidance, and work experience are among the things youth need from the workforce development system in Southeastern Wisconsin.

I. B. Labor Market Information

I.B.1. Current and Projected Occupational and Employment Opportunities: State level information on the future of the economy of Wisconsin, as provided by the Department of Workforce Development projects the following general workforce trends:

- A continued shortage of youth entering the workforce
- Accelerated retirements
- Increased employment in most industries
- Transition from manufacturing to a technology based economy
- Decline in clerical and administrative opportunities, and
- High demand in computer and technology fields

Additionally, Labor Market data from the State Labor Market Information indicates the largest areas of current growth in Southeastern Wisconsin are as follows:

Based upon percentage:

- Healthcare support (4.6%)
- Computer and mathematical (4.19%)
- Healthcare practitioners and technicians (4.08%)
- Personal Care and Service (3.71%)
- Construction and Extraction (3.24%)

Based on numbers of positions

- Food preparation and serving (440)
- Production (360)
- Sales and related (350)

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- *Healthcare practitioners and technicians (310)*
- *Construction and extraction (240)*

Longer term demand, projected through 2012, indicates the following top five areas of occupational growth:

Based on percent

- *Healthcare support (34.2%)*
- *Healthcare practitioners and technicians (29.7%)*
- *Computer and mathematical (29.1%)*
- *Personal care and service (26.7%)*
- *Legal (24.1%)*

Based on numbers of positions

- *Healthcare practitioners and technicians (2,150)*
- *Sales and related (2,110)*
- *Food preparation and serving (2,070)*
- *Education, training, and library (1,810)*
- *Construction and extraction (1,560)*

I.B. 2. Necessary Job Skills: *All current and future members of the workforce within Southeastern Wisconsin need a broad range of skills to navigate a working lifetime that will likely involve numerous jobs and continual education and training. These skills include:*

- *Basic educational skills, including reading, writing, math, and computer literacy*
- *Learning abilities that allow for training, education, and skill development through multiple settings throughout their lifetime such as through classes and educational programs, on the job training, self paced activities, and learning technologies*
- *Work ethic, including attitude and passion*
- *Career navigation skills, such as pursuing, preparing for, and landing jobs; understanding the labor market; interpreting opportunities; managing and upgrading skills and knowledge base upon a path of job progression; and, balancing work with other life responsibilities and interests*
- *Job specific skills, education, and knowledge*
- *Entrepreneurial skills including those that can be used within traditional jobs*

Southeastern Wisconsin seeks to create a workforce with high expectations. "Soft skills," "first jobs" and good wages are important, but they are only the beginning. Residents need to continue their education, advance their training, and spend as much if not more energy moving through their work life, as they spend getting ready for and moving into it.

I.B.3. High Demand/High Wage Jobs and Industry Clusters: *The Southeastern Wisconsin Industry Alliance, an partnership led regional sectoral initiative is in the process of completing an industry analysis of "driver" industries and related "cluster" industries. Final results of the analysis are pending, but preliminary data show that sub sectors of manufacturing remain extremely significant to the local economy. Specific manufacturing sectors that drive the economy, based upon twelve statistical indicators are:*

NAICS code 332 Fabricated Metal Product Manufacturing, including:

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3322	<i>Cutlery and Handtool Manufacturing</i>
3325	<i>Hardware Manufacturing</i>
3327	<i>Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing</i>
3328	<i>Coating, Engraving, Heat Treating, and Allied Activities</i>
NAICS code 333	<i>Machinery Manufacturing including:</i>
3331	<i>Agriculture, Construction, and Mining Machinery Manufacturing</i>
3332	<i>Industrial Machinery Manufacturing</i>
3333	<i>Commercial and Service Industry Machinery Manufacturing</i>
3334	<i>Ventilation, Heating, Air-Conditioning, and Commercial Refrigeration Equipment Manufacturing</i>
3335	<i>Metalworking Machinery Manufacturing</i>
3336	<i>Engine, Turbine, and Power Transmission Equipment Manufacturing</i>
3339	<i>Other General Purpose Machinery Manufacturing</i>
NAICS code 335	<i>Electrical Equipment, Appliance, and Component Manufacturing, including:</i>
3351	<i>Electric Lighting Equipment Manufacturing</i>
3352	<i>Household Appliance Manufacturing</i>
3353	<i>Electrical Equipment Manufacturing</i>
3359	<i>Other Electrical Equipment and Component Manufacturing</i>
NAICS Code 325	<i>Chemical Manufacturing, including:</i>
3255	<i>Paint, Coating, and Adhesive Manufacturing</i>
3256	<i>Soap, Cleaning Compound, and Toilet Preparation Manufacturing</i>
3259	<i>Other Chemical Product and Preparation Manufacturing</i>
NAICS code 326	<i>Plastics and Rubber Products Manufacturing, including:</i>
3260	<i>Plastics Product Manufacturing</i>
3261	<i>Rubber Product Manufacturing</i>
NAICS code 3345	<i>Navigational Measuring, Electromedical, and Control Instruments Manufacturing</i>
NAICS code 5242	<i>Agencies, Brokerages, and Other Insurance Related Activities</i>

Industry sector alliances active within the region currently incorporate manufacturing, medical device manufacturing, and information technology.

The following table presents information on high wage, high demand occupations in Southeastern Wisconsin. Information is stratified by education level for the period of 2003-2005. (Source: statistics compiled by Emily Canfield of the Department of Workforce Development, presented January, 2005)

Job Title	Estimated employment, 2005	Average annual new jobs	Average annual Replacement jobs	Total annual openings	Annual Average Wage
Beyond Bachelors Degree					
1. Operations Managers	1760	20	30	50	\$89,401
2. Social Workers	390	10	10	20	\$29,462
3. Pharmacists	280	10	10	20	\$83,200

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4. Sales Managers	270	10	10	20	\$83,484
5. Clergy	520	0	10	10	\$38,701
6. Financial Managers	350	0	10	10	\$80,608
Bachelors Degree					
1. Registered Nurses	2,860	60	50	110	\$47,347
2. Secondary Teachers	1,370	10	40	50	\$43,214
3. Elementary Teachers	1,630	0	30	30	\$37,645
4. Accountants	990	10	20	30	\$52,353
5. Pre school Teachers	670	20	10	30	\$22,112
6. Mechanical Engineers	970	10	10	20	\$62,846
7. Industrial Production Managers	370	10	10	20	\$77,249
8. Industrial Engineers	310	10	10	20	\$59,381
9. Computer Systems Analysts	420	10	0	10	\$73,851
Associate Degree					
1. Teacher Assistants	1440	10	30	40	\$20,247
2. Computer Support Specialists	350	10	0	10	\$40,472
3. Dental Hygienists	290	10	0	10	\$52,132
4. Medical Record Techs	220	10	0	10	\$23,193
5. Radiology Techs	220	0	0	0	\$41,819
6. Electrical Techs	200	0	0	0	\$41,681
7. Chemical Techs	130	0	0	0	\$38,838
Post Secondary Vocational Training					
1. Welders/Cutters/Solderers	900	20	20	40	\$29,690
2. Automotive Techs	1060	0	30	30	\$31,106
3. Cosmetologists	900	10	20	30	\$20,899
4. Licensed Practical Nurses	680	10	10	20	\$32,503
5. Fitness Trainers	300	10	10	20	\$18,898
6. Truck Mechanics	300	0	10	10	\$37,100
Job Experience in Related Job					
1. Production managers, supervisors	1700	30	30	60	\$49,398
2. Retail Sales managers, super.	1440	20	20	40	\$34,307
3. Food Service managers, super.	1000	10	30	40	\$27,948
4. Office managers	1440	0	30	30	\$43,281
5. Construction Trades Managers	530	10	10	20	\$56,858
Long Term On the Job					
1. Maintenance/Repair Workers	1800	20	30	50	\$32,355
2. Carpenters	1390	30	20	50	\$37,280
3. Cooks	970	10	40	50	\$19,103
4. Machinists	1170	10	30	40	\$33,255
5. Electricians	770	20	10	30	\$51,910
6. Police	700	10	20	30	\$41,240
Moderate Term On the Job					
1. Team Assemblers	3800	0	100	100	\$27,958
2. Sales Reprs.	1970	20	50	70	\$64,442
3. Truck Drivers	2270	20	30	50	\$36,044
4. Customer Service Reprs.	1740	20	30	50	\$29,520
5. Book keepers...	2340	20	40	40	\$27,902
6. Secretaries (legal, medical exec)	2300	0	40	40	\$24,640
Short Term On the Job					
1. Cashiers	4740	50	300	350	\$16,507
2. Retail Sales	5530	50	220	270	\$20,194
3. Food Service	3600	70	190	260	\$15,714
4. Waiters, Waitresses	3580	50	200	250	\$13,726
5. Laborers	2670	0	100	100	\$23,417
6. Stock Clerks	1950	0	100	100	\$18,847

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I. C. Current Workforce Investment Activities

1.C.1. Workforce Services Available for Adults: Citizens of Southeastern Wisconsin are fortunate to have access to one of the most well developed one stop workforce development systems in the world. The focal points of these services are the three centers within the region. Each center leverages multiple funding streams to integrate services across a broad array of programs. The result is one coherent, comprehensive, set of services. Through the region's one stop system, citizens can access:

- professional guidance and expertise,
- information on jobs, the labor market, and economy,
- training, education, and funding resources
- tools and resources to get and keep jobs
- resources that address life circumstances

The services offered through the centers are immense. Drop off childcare, software training, CEO job clubs, workshops on topics of all sorts, computers, phone, libraries---the list is long, varied, and continually growing.

The workforce system within the region also includes a highly responsive post secondary education system and cutting edge innovation centers. UW-Parkside, UW-Whitewater, Gateway Technical College, Carthage College, BioCatt, and the Center for Advanced Technology and Innovation (CATI) extend the breadth of services and impact of the workforce system to entrepreneurs, talented knowledge workers, and innovators of all caliber.

1.C.2. Workforce Services Available for Youth: Youth in Southeastern Wisconsin have access to a wide range of services through multiple providers, programs, and venues. Services are offered through schools, government agencies, private and non profit organizations, faith-based initiatives, and others. The one stop system is not the only entity that serves youth, but the services that are provided, are embedded within a community-wide, holistic framework. Services available for youth mirror those available for all job seekers. However, youth services within the region, place an additional emphasis and priority on adult mentorship and guidance as well as completion of secondary education. Youth workforce services are provided within the context of an era marked by complex social issues.

1.C.3 Workforce Services Available for Employers: Employers in Southeastern Wisconsin receive workforce services through teams of business service professionals operating within the region's one stops. These professionals are connected, and in some cases, employed by local economic development corporations, chambers, and business associations. All employers in the a region are assigned to account representatives. Services that employers receive include the following: job posting, access to job seekers, access to training resources, workshops, forums, screening services, interviewing facilities, and specialized recruitment.

Specialized services to employers tailored to entrepreneurship, growth, and innovation are further expanded through the higher education institutions and innovation centers within the region. Noteworthy among these are Biocatt, the Center for Technology and Innovation (CATI), the Small Business Development Centers, and research-oriented and business connected programs of Gateway Technical College, UW-Parkside, UW-Whitewater, and Carthage College.

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XI. Workforce Development Area Vision and Goals

This section is in planning and will be submitted with the final version of the plan in June, 2005

XII. Workforce Development Board

III. A. Input and Review

III. A.1. Plan Input: *The local workforce plan represents a dynamic system of services which are continually modified through the center-based workforce board meetings and one stop management structures. This plan will be released for comment to all required entities May 1, 2005. Public notice, WDB board and sub-committee meetings, LEO meetings, and distribution to partners will be used to secure input prior to the submitting the final plan on June 10, 2005.*

III. A.2 Comments: *Comments received will be submitted prior to June 10, 2005.*

III. B. WDB Functions

III.B. 1. WDB Functions: *Southeastern Wisconsin carries out all mandated WDB responsibilities through a decentralized workforce board structure. By formal agreement of the local elected officials, workforce development decision-making is carried out by center-based workforce boards. These boards meet quarterly at minimum and include sub-committees or ad hoc groups as necessary. A regional workforce board meets two to three times per year to review workforce activities within the area and to lead and oversee regional activities as requested. The regional workforce board is currently providing oversight for a regional cluster-based economic/workforce development initiative. The activities of the initiative extend far beyond the scope of traditional workforce development.*

III.B.2. Fiscal Agent: *One county serves as the fiscal agent for workforce development funds on behalf of the WDA. Formula funds are distributed to the respective counties on a set and consistent allocation basis established by the local elected officials. Each county, then serves as the fiscal agent for it's allocation of funds. Special grants, such as those related to mass dislocation or unique funding opportunities, are distributed to the counties as appropriate to the specific grant received.*

III.B.3: Waivers: *No waivers are requested at this time.*

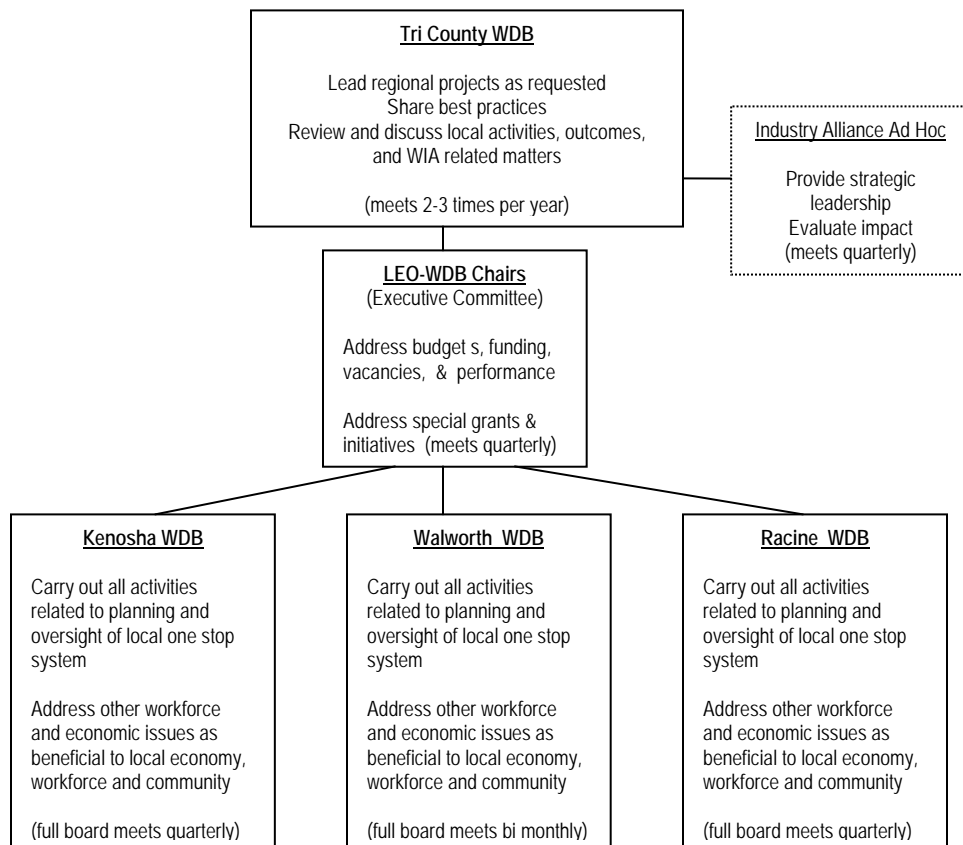
III. C. WDB Composition

III.C.1 WDB Selection and Appointment: *Business representative for the regional WDB are selected from the county based workforce boards. The LEO-WDB agreement specifies the number of members to be included from each county, and nominations are forwarded to the elected officials in accordance with that agreement. Nominations are forwarded based upon their ability to maintain or improve the required industry mix. The elected officials select and appoint members as agenda items within their meetings.*

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III.C.2. Membership: *Membership Form A is attached*

III. C.3 WDB Diagram: *The following diagram depicts the WDB structure, including roles and meeting frequency.*



III.C.4 Notification of Vacancies: *The regional workforce development area staff person, maintains information on board vacancies and informs elected official accordingly.*

III. D. Youth Council

III.D.1. Roles of the Youth Council: *Youth Councils within the region fill an advisory role to local county workforce boards. Only one county has an active youth council specifically developed in response to the Workforce Investment Act. The other two counties within the region utilize existing youth serving agency partnership organizations to provide input and facilitate dialogue on youth workforce development.*

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III.D.2. Conflict of Interest: Youth Councils do not perform functions that put members in a conflict of interest position. Input on plans, service designs and procurement is strictly advisory.

III.D.3. Youth Council Membership: Youth Council Membership Form B is attached. It represents a composite membership of all youth councils in the region.

III.D.4. Recent Activities: The youth council within the region that is most closely aligned with the Workforce Investment Act meets quarterly. Current activities of the council relate to conducting an analysis of local youth programs. The other entities filling the role of youth councils meet bi monthly and quarterly. Topics are youth related but not recently specific to the Act. When programs specifications are being developed, competitive bids have been released or workforce issues arise, the council's include the relevant topics as agenda items. The region has tried several methods of addressing youth council requirements since the inception of the Act, with mixed results. Efforts to revise the existing system are on hold pending the potential for replacement legislation.

III.E. WDB Support and Administration

III.E.1. WDB Support and Administration: The Southeastern Wisconsin Workforce Development Area has one staff person who facilitates activities of the Board and One Stop Operators in relation to the requirements of the Workforce Investment Act. The staff person is employed by University of Wisconsin Parkside and works under contract to the lead county within the region. The lead county serves as the fiscal agent and administrative entity for the region. All funds are distributed directly to the units of county government per an allocation formula set forth within the Local Elected Official Agreement for the area.

III.E.2. Organizational Chart: There is no WDB organization. All the workforce boards in the region are advisory to the counties and local elected official consortium. The system has one staff who is employed by UW-Parkside through contract with the lead county for the region.

III.E.3. Administrative funding allocation: Twenty-five percent of the administrative allocation for the workforce development area are provided to the lead county within the region. These funds are used for fiscal administration and administrative support. The balance of administrative funds are distributed by formula to the three counties in the consortium. The distributed funds are provided to the One Stop Operator who blend them with other funds to operate integrated, comprehensive one stop services. Allocations are distributed to funding streams and specific fund categories based upon the centers cost allocation systems.

XIII. One-Stop Delivery System

The Southeastern Wisconsin Region has a fully functional integrated one stop system, comprised of three main centers: Kenosha County Job Center, Walworth County Job Center, and Racine Workforce Development Center. The county serves as the one stop operator for two of the centers and a private provider as the one stop operator in the third. Memorandums of Understanding are in place for each center.

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XIV. Demand Driven Workforce Investment System

V. A. Business Needs

V.A Business Needs: Business needs within the region are determined through a multitude of processes, some formal and some informal, all of which occur on an ongoing basis. At the most direct level, business service staff communicate with employers on a daily basis. This information is discussed at team meetings, management meetings, and when appropriate board meetings. In addition, state administered surveys of job listers are routinely reviewed and local surveys are periodically conducted (such as an e-survey recently conducted by a local young professional group). Finally forums and planning sessions are occasionally conducted by economic development partners and the boards themselves. Local workforce board meetings routinely include presentations by labor market analysts and other experts.

V. B. Business Association Partnerships

V.B. Partnerships with Business Associations: Local workforce boards are actively supported and led by members of economic development, chambers, and other business organizations. In addition, business organizations have active staff with one stop center functional teams and economic and workforce development initiatives are systematically linked and developed in concert with one another throughout the region.

V. C. Industry Focus

V.C. Industry Focus: The regional workforce system has recently focused efforts on healthcare occupations, manufacturing, and construction. Manufacturing, medical device manufacturing, and information technology were identified through development of an industry cluster initiative that was based partially on statistical data and partially on local business interest. Healthcare was identified in response to a regional grant with the technical college followed by industry forums. A recent example of a responsive training strategy was the development of a condensed technical college delivered "CNC Bootcamp" training. The project was initiated in response to local demand and was highlighted at a national conference in March, 2005. Results are pending from a regional industry analysis which will identify industries with the strongest competitive advantage in the region. Preliminary results indicate that the areas strongest industries are specific sub sets of manufacturing. Recent presentations from the state labor market expert also indicate that transportation and construction are strong industries.

V. D. Informed Staff

V.D. Informed Staff: One stop systems within the region have integrated management structures which facilitate both top-to-bottom and bottom-to-top communication and dialogue. Front line staff participate in ongoing training, attend presentations and conferences, work on teams, and often are the source of vital information about customer needs.

V. E. Growing Industry Information

V.E. Industry Information: Industry and customer information is the focus of all workforce related planning meetings within the region. This occurs at meetings of all levels on an ongoing

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basis. The delivery model is continually being revised and improved to respond to evolving needs.

V. F. Innovative Strategies

V.F. New or Innovative Strategies: Innovations during the past twelve months include: 1. a condensed CNC “boot camp” program, 2. initiatives designed to better serve non-English speaking workers including onsite translation in one stops, legal advice workshops for employers, and language exchange sessions, 3. professional job clubs including one for CEOs, 4. online e-newsletters geared to businesses, 5. a local knowledge worker (degreed) job listing website, and 6. a professional career fair.

V. G. Prioritization

V.G. Process to Prioritize: The workforce boards are actively involved in an industry cluster sectoral initiative within the region. Over one hundred businesses are actively involved in the initiative and the initiative is being used to inform workforce, economic, government, and education related initiatives throughout the region. In addition, one center in the region, has stratified the business customer base into three segments. Enhanced services are provided to employers that offer the best jobs or potential to best benefit the local economy.

XV. WIA Title I Program Services

VI. A. Services to Adults, Dislocated Workers & Displaced Homemakers

VI.A.1.a. Prioritization of funds to Low Income Adults & Public Assistance Recipients: The one stop system within the region leverages and blends funds across multiple funding streams to meet the needs of all customers. The service design ensures that a full range of services are available to all individuals with all types of circumstances. More intensive services are available to individuals who are determined to need services beyond those available through “core services” of the centers. This determination is made by core services staff and associated experts within the one stop centers, such as disability navigators and other specialists. When aggregate customer needs appear to exceed the capacity of the existing one stop system, the overall design and staffing of the center is adjusted. As a result, service provision decisions are not generally made based upon the customer’s target group status, specific to Title I of the Workforce Investment Act.

Two of the centers within the region prioritize for intensive and training services based upon income guidelines, and another prioritizes in accordance with the following:

1. Trainees continuing in training as in the service plan
2. Potential trainees, who are veterans, receiving public assistance
3. Potential trainees receiving public assistance
4. Any other person who meets the definition of a veteran
5. Any other person

VI.A.1.b. Priority for Veterans: The one stops in the region prioritize veterans services as described in the April 13, 2005 Veterans Programs Letter O1-05.

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VI.A.2 Service/Funding Breakdown: Because WIA title I funding is leveraged and integrated with numerous other funding sources to carry out the overall functions of the one stop system, allocations are handled by the management structures of the center on a center to center basis. Wisconsin Works (W2) and other funding streams are county based, so this approach offers maximum flexibility to make adjustment on an ongoing basis. Budgets are planned based upon projections, but actual costs are allocated based upon strict legally acceptable methods of allocation. As a result adjustments often need to be made to the original budget throughout a year. The following is the current estimated breakdown of funding:

FUNDING BREAKDOWN—CORE/INTENSIVE/TRAINING

	<i>Racine</i>	<i>Walworth</i>	<i>Kenosha</i>
<i>Core</i>	45%	40%	45%
<i>Intensive</i>	30%	35%	40%
<i>Training</i>	25%	25%	15%

VI.A.3 a. Displaced Homemakers Coordination: Displaced Homemakers are provided services consistent with those available to all customers of the one stop centers. In addition, displaced homemakers are provided information on services available through the local technical college.

VI.A.3.b. Displaced Homemaker Integration with the Specialized Services: Displaced homemakers in need of specialized services through the centers are assisted in accordance to their needs, up to and including receiving assistance consistent with that which is available to dislocated workers.

VI.A.4.a. Segmented Services: One stop centers in the region are designed to provide comprehensive, quality services for everyone. Efforts are made to ensure that services are provided in manners that do not separate out groups of people based upon labels. Trained professionals, who are capable of identifying both needs and resources, assist each individual in connecting with appropriate services. If the needs of certain individuals are not being met adequately by current services, the overall design and delivery of services is reviewed and modified.

VI.A.4.b. Services to Disabled Individuals: All centers within the region are ADA accessible. In addition centers have adaptive technology and resource specialists (disability navigators) to assist individuals with special needs. All centers in the region also have Division of Vocational Rehabilitation as an onsite partner.

VI.A.5. Services to Women: The centers within the region do not currently target services to women.

VI.A.6. UI Profiling: All centers in the region provide information on filing for Unemployment Insurance, access to phones to assist in applying, and workshops and orientations that address the state of Wisconsin's UI profiling system.

VI.A.7 Expeditious Response: The workforce system works closely with local economic development staff, the state dislocated worker unit, and as appropriate, organized labor to respond to mass lay-offs and plant closings. Each center has a designated point person to

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facilitate response to closings. Communication flows in all directions, depending on the nature of the discovery that a mass lay-off may occur. Meetings are organized with company (and union if applicable) officials as early in the process as possible. Based upon the circumstance and nature of the event, orientations to services are arranged for affected employees. Follow-up sessions are often also held depending upon the needs of the workforce. Employees are surveyed to identify needs and specific services are planned based upon an analysis of the results.

VI. B. Core Services

VI.B.1. Description of Core Services: *All of the one stops within the region offer core services consistent with the requirements of the Workforce Investment Act. Core services are offered through job resource areas, workshops, as well as computer, career, and academic labs. All centers offer job information, resume resources and assistance, job search tools, training and education information and guidance, access to phones and computers, and personal specialized staff assistance. Core services within some centers in the region extend to computer training on various software programs, language exchange (Spanish-English conversation).*

VI.B.2. Core Service Design and Wagner Peyser Role: *Core Services are designed as services that are available to any member of the community, through the one stops, usually on a walk-in basis. Some services, such as workshops, may require advanced registration, but customers are able to remain anonymous for all services except for touch screen JobNet. One center utilizes a time clock to allow customers receiving assistance that requires tracked hours to maintain records without identifying themselves to staff by any labels. Wagner-Peyser funded staff assist with one stop operations. Wagner Peyser services and staff are integrated within the overall operations of the centers. Staff are members of teams, and required functions are included within the overall array of center services.*

VI.B.3. Supportive Services: *Supportive service policies (attached) in place within the region include the following*

	<i>Supportive Service Policies</i>
<i>Kenosha</i>	<i>County policy attached</i>
<i>Walworth</i>	<i>Childcare & Transportation attached</i>
<i>Racine</i>	<i>Center policy attached</i>

VI. C. Intensive Services

VI.C.1. Intensive Services Description: *Intensive services are provided through all one stop centers within the region. These include specialized assessment, employment planning, counseling, career planning, case management, career vocational services, and retention and follow-up*

VI.C.2. Self-Sufficiency Definition: *The following self sufficiency definitions are utilized within the region.*

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	<i>Self-Sufficiency Definition:</i>
<i>Racine</i>	<i>Individual per capita income or 200% of federal poverty line.</i>
<i>Walworth</i>	<i>Individual per capita income or 200% of federal poverty line</i>
<i>Kenosha</i>	<i>Individual per capita income or 200% of federal poverty line</i>

VI.C.3. Coordination with Vocational Rehabilitation & W2: *Intensive service staff within the one stops are in frequent communication with one another, and in some cases participate on the same functional team. As a result, service coordination becomes an ongoing dialogue among center professionals on behalf of customers. Services are designed that best meet customers needs often requiring sequential or concurrent enrollment in state defined programs.*

VI. D. Training Services

VI.D.1. Training Allocation: *Of the funds allocated for the training, funds are further allocated to the following ITAs, OJT, and customized training based upon needs. The system does not allocate to these areas separately*

VI.D.2. ITA Policies: *The following ITA policies (attached) are in place within the region:*

- *Racine County*
- *Kenosha County*
- *Walworth County*

VI.D.3.a. OJT and Customized Training Policies: *The one stops follow OJT guidelines and make OJT decisions based upon individual evaluation by staff. One stop manager's provide approval on OJT contracts.*

VI.D.3.b. Exception Based Contracts: *The regional workforce system does not utilize WIA Title I funds to select providers outside of the ITA system*

VI.D.3.c. Community Based Training Providers: *The regional workforce system does not utilize WIA Title I funds to provide training services that require selection of community based organizations to serve special populations*

VI.D.4.a. "Need for Training" Documentation: *The following describes documentation needed to authorize WIA Title I funded training within the region:*

	<i>Documentation of "Need for Training"</i>
<i>Kenosha</i>	<i>attached</i>
<i>Racine</i>	<i>attached</i>
<i>Walworth</i>	<i>attached</i>

VI. E. Youth Program

VI.E.1.a. Youth Program Integration within One Stops: *Youth services within the region are delivered at locations either affiliated or directly within the area's one stop centers. Offsite providers link youth to the centers through workshops, tours, orientations, and youth oriented activities. One center within the region houses a career discovery center which provides*

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services to youth customers onsite as well as within middle and high schools throughout the district.

VI.E.1.b. Service Coordination with Foster Care, TANF, School-to-Work, and youth apprenticeship programs. Youth services are designed based upon local needs as determined by local workforce boards and youth councils. Services within one local area are very closely linked to Foster Care services and adjudicated youth services. Within another area of the region, a special program has been designed to serve homeless youth. Finally, the rural area of the region provides services through close coordination with alternative education services within the local school districts.

VI.E.1.c. Coordination with Job Corps and WIA Title I Services. The region has a Job Corps office located within a one stop center within the region. Historically, a small number of youth enlist in Job Corps on an annual basis, but all interested youth are provided information on services. Areas within the region that have multiple youth providers hold regular meetings, trainings, and planning sessions to ensure services are linked and coordinated.

VI.E.1.d. Connection to One Stops for Ineligible Youth: Youth who are not eligible for WIA Title I funded services are referred to youth services throughout the communities within the region. Older youth are provided information on services through the one stop centers. Youth serving professionals receive training, attend meetings, and remain closely involved with other youth professionals throughout the region to ensure all youth services are provided within a comprehensive, holistic, community wide framework.

VI.E.2 Required Youth Elements: Youth services throughout the region are designed to specifically address the following youth elements:

- Preparation for post secondary education
- Academic learning linked to occupational learning
- Preparation for jobs
- Linkage with employer intermediaries
- Alternative schools
- Summer employment
- Occupational skill training
- Leadership
- Guidance and Counseling
- Supportive Services
- Follow-up

These elements serve the basis for competitive procurement, service provider selection, and contracting. Approaches to service provision are creative and varied and each individual youth is ultimately assisted in accessing the services that best fit his or her needs based upon a thorough assessment, jointly developed plan, and ongoing professional guidance.

VI.E.3.a. Sixth Youth Eligibility Criterion: The local criterion that defines “an individual who requires additional assistance to complete an educational program or to secure and hold employment” is

“youth does not possess the job readiness skills needed for employment.”

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This criterion is in addition to the federally specified criteria which include: basic skills deficient, school dropout, homeless, runaway or foster child, pregnant or parenting, or offender.

VI.E.3.b. Local definition for Youth “Deficient in Basic Literacy Skills”: *The local definition for deficient in basic literacy skills is: “behind in school credits for the appropriate age group or does not possess reading or math skills at the grade level consistent with the age of the youth.”*

VI.E.4. Proposed Focus of New Law on Out of School Youth: *Workforce boards will initiate planning to address the shifting youth service priorities as soon as it becomes certain that the changes will occur. Gradual adjustments to services are ongoing, but these are primarily based upon needs and priorities as locally defined.*

VI.E.5. Targeted Services to Foster Care Youth, Offenders, & Others Deemed “Most In Need” *Services are designed based upon local needs as defined and evaluated by workforce board members, youth council members, and other local leaders attuned to the overall needs of youth within the community. Based upon this local insight, some services within the region are specifically targeted to foster care youth and offenders.*

VI.E.6. Criteria to Select Youth Service Providers: *Youth providers are selected through procurement processes that award points based upon demonstrated effectiveness and past performance. Providers are monitored against mandated performance standards and contracts are modified or terminated when services are not effective.*

VI. F. New Strategies Based Upon Performance

VI.F. New Strategies Based Upon Performance: *To improve the regional system’s performance related to six months average earnings gain, the region is enhancing follow-up services, modifying caseload ratios, seeking and reviewing best practices in other regions in within the state for potential replication and adaptation locally.*

VI. G. Faith Based and Community Based Organizations

VI.G.1. Activities to Involve Faith-Based & Community Organizations: *The regional workforce development system recently completed a series of activities that expanded participation of faith based and community organizations. These services were directed toward recent immigrants and non or limited English speaking members of the community. As a result, new partnerships were created. One example is the development of a an outstation computer resource area within a local church within a community in the region.*

VI.G.2. Activities To Serve Customers of Faith Based & Community Organizations: *The regional workforce system employs wide and varied outreach activities. These range from public service announcements, advertising, extensive network referrals, and outreach specific contracts with community based organizations, such as Urban League. In addition, periodic meetings are held with church and other leaders to build relationships and referral streams.*

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XVI. Service Providers and Oversight

VII. A Selection of Providers

VII.A.1.a Core Service Provider Selection: Service providers for core services are selected separately at each one stop within the region. Core services are designed across programs and funding streams. Some service components are competitively procured and others are determined through partner arrangement.

VII.A.1.b Intensive Service Provider Selection: Service providers for intensive services are selected separately at each one stop within the region. Intensive services are designed across programs and funding streams. Some service components are competitively procured and others are determined through partner arrangement. On a limited basis, intensive services are arranged on a sole source basis.

VII.A.1.c. Youth Service Provider Selection: Almost all youth services are competitively procured throughout the region. Sole source selection occurs in the rural county within the region as well as with two agencies that serve specialized target groups (homeless and incarcerated youth)

VII.A.2.a. Core Service Provision: Core services are provided within a one stop framework. Funding is blended, services are integrated and staff from several organizations work together under the functional direction of one stop center managers.

VII.A.2.b. Intensive Service Provision: Intensive services are also provided within a one stop framework by multiple staff working under the guidance of one stop managers. At the intensive service level eligibility, enrollment, assessment, employment planning, and case management are provided by specialist positions, or teams with specific knowledge on the unique requirements and specifications of specific targeted services. These include economic support services, such as Wisconsin Works, vocational rehabilitation, and veteran's service, in addition to WIA Title I funded services for adults, dislocated workers, and displaced homemakers.

VII.A.2.c. Youth Service Provision

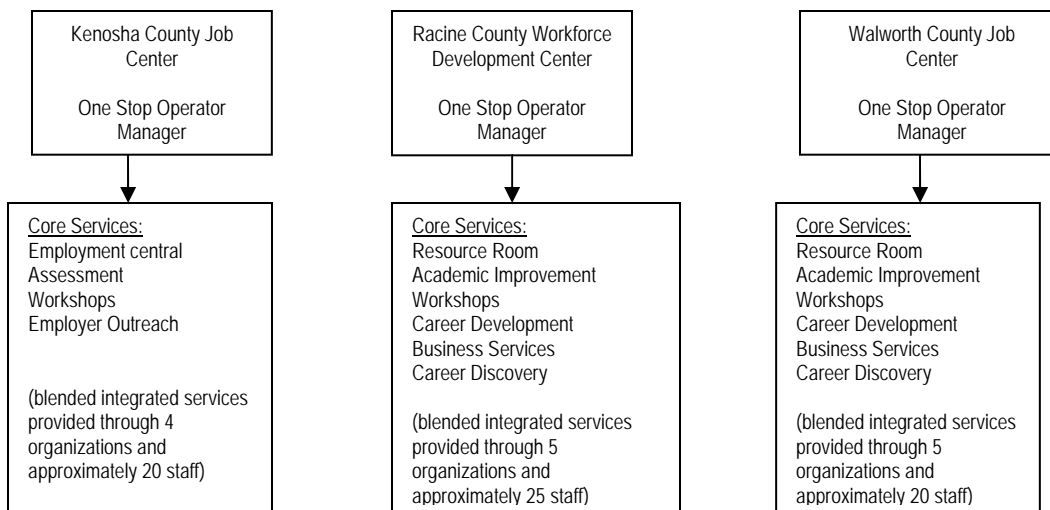
VII.A.3.a. Organizational Chart for Core Service Provision:

Southeastern Wisconsin Workforce Development Area # 1

Workforce Plan

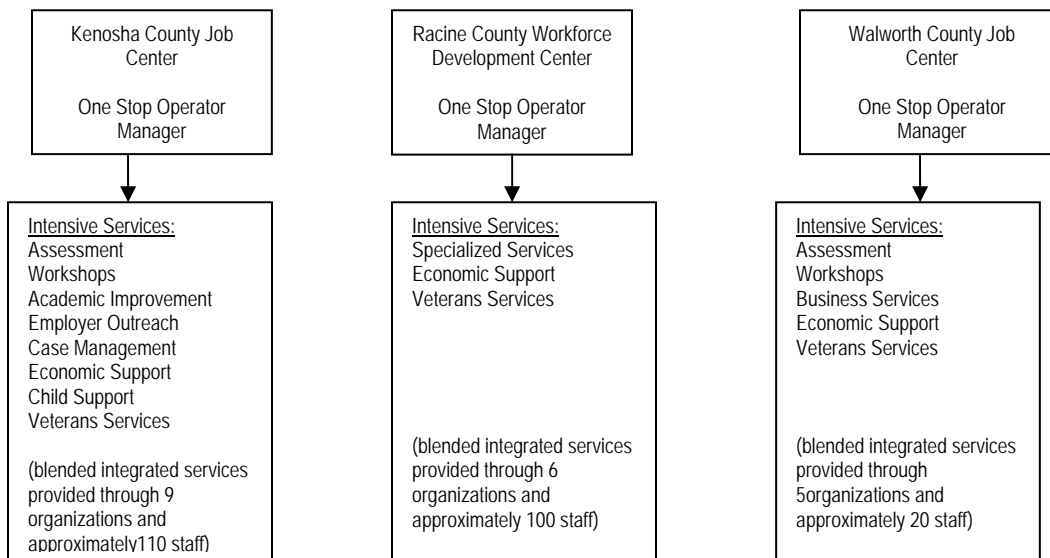
(the Workforce Investment Act)

CORE SERVICES WITHIN THE REGIONAL ONE STOP SYSTEM



VII.A.3.b. Organizational Chart for Intensive Services Provision

INTENSIVE SERVICES WITHIN THE REGIONAL ONE STOP SYSTEM

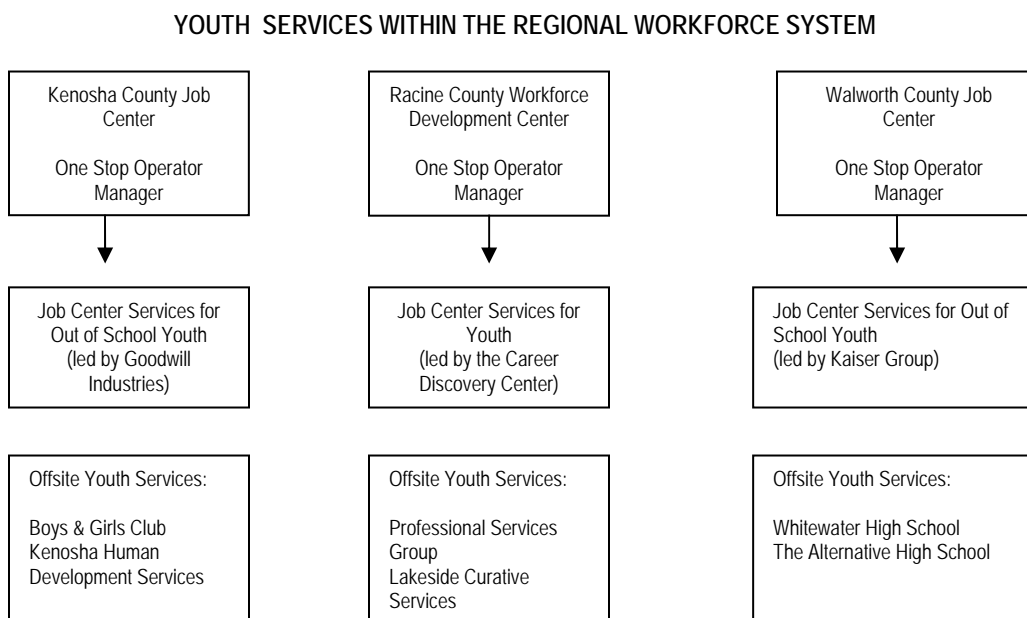


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VII.A.3.c. Organizational Chart for Youth Services Provision



VII. B. Oversight of Providers

VII.B.1. Monitoring and Oversight Procedures: *The workforce development systems operates within the context of county-led one stop centers. Formal monitoring and oversight for each center follows the policies and procedures of the respective county systems. In addition functional teams with team leaders provide additional oversight for workforce services. Team leaders maintain monthly or quarterly spreadsheets and other custom management tools to monitor and oversee all activities. Team meetings, service provider meetings, and mandatory training activities also contribute to program monitoring.*

VII.B.2. ASSET Training: *ASSET input is limited to a handful of staff within the region. All youth input is done centrally by one lead ASSET expert within the region. The regional ASSET expert attends all state level ASSET related meetings, monitors local data, follows up on reports, and provides quarterly training to all ASSET input staff within the region.*

VII.B.3. ASSET Monitoring: *The regional ASSET expert monitors ASSET entry of all input staff in the region.*

VII.B.4. Local Data Systems: *In addition to ASSET, excel spreadsheets are used to manage participant information and provide management information to verify the accuracy of performance information generated by ASSET.*

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XVII. Performance and Accountability

VIII. A. Additional Standards

VIII.A. Additional Performance Standards: *The regional workforce system has not developed Title I WIA performance standards in addition to those established by Department of Labor.*

VIII. B. Continuous Improvement

VIII.B. Continuous Improvement: *All workforce services within the region are provided within the context of integrated holistic universal one stop systems. One stops are managed by job center managers. Functional teams, regular meetings, reporting systems, ongoing customer survey and feedback system, regular training, and bottom-to-top and top-to-bottom communication, planning, and leadership are used to ensure the centers offer exemplary services. Because the centers operate services utilizing multiple funding sources, the overall myriad set of performance measures required by various state and federal agencies are not always meaningful measures of the one stop's impact on the workforce and economy.*

VIII.C. Follow-Up

VIII.C. Follow-Up Systems: *Customer follow-up systems are being expanded and enhanced within the regional workforce system through varying approaches. Contract language ensures follow-up services are provided by direct service staff, follow-up information is included on service strategies, and follow-up is monitored on local spreadsheet-based tracking systems. One of the regions one stop centers may develop a follow-up specialist position.*

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XVIII. Assurances and Signatures

1. The WDB, including the chief elected official of the area and providers receiving funds under Title I of the Workforce Investment Act, will comply with the Fiscal Controls established in Section 184 of WIA..
2. The WDB and chief elected official assure that they will comply with the nondiscrimination provisions of WIA section 188, including an assurance that a Methods of Administration has been developed and implemented.
3. The WDB assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA section 188.
4. The WDB assures that veterans will be afforded employment and training activities authorized in section 134 of WIA.
5. The WDB assures that all WIA participants will be exposed to a full range of career choices including orienting and exposing women to training and jobs with family-supporting wages that traditionally women have not held.
6. The WDB assures that no funds received under WIA will be used to assist, promote, or deter union organizing.
7. The WDB assures that it will comply with section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.
8. The WDB assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
9. The WDB assures that funds will be spent in accordance with WIA legislation, regulations, written DOL guidance, and other applicable federal and state laws.

This plan has been developed for the Southeastern Wisconsin Workforce Development Area in accordance with the terms of the Workforce Investment Act.

Approved for the Workforce Development Board

Workforce Development Board Chair

James Stowell

Date: _____

Chief Local Elected Official

Allan Kehl

Date: _____

Form A

WDB MEMBERSHIP FORM

WDA# 1Contact Person Beth Norris

Required Membership _____

Date Changed April, 2005

								Private Sector Only	
Member Name & Title (Number each entry)	Business or Organizations Name and Complete Address	Sector *	Nominated by: (org.)	Term in Years	Term Ends on (Mo/D/Yr)	Sex (M/F)	Minority (Y/N)	NAICS	Firm Size: (Large or Small)
1. Dan Kramer	Racine Unified School District 2220 Northwestern Ave Racine WI 53404	Public	CLEO	TBD	TBD	M	N		
2. Dr. Sam Borden	Gateway Technical College 3520 – 30 th Avenue Kenosha WI 53144-1690	Public	CLEO	TBD	TBD	M	N		
3. Dr. John P Keating	UW-Parkside 900 Wood Road PO box 2000 Kenosha WI 53141-2000	Public	CLEO	TBD	TBD	M	N		
4. Terri A. Johnson	WI State AFL-CIO/L.E.T.C. Kenosha Co Job Center 8600 Sheridan Road Kenosha WI 53143-6504	Public	Local Labor Federation	TBD	TBD	F	N		
5. James Poplawski	Racine – UAW 1107 Romaine Avenue Racine WI 53402	Public	Local Labor Federation	TBD	TBD	M	N		

WDA# 1Contact Person Beth Norris

Required Membership _____

Date Changed April, 2005

								Private Sector Only	
Member Name & Title (Number each entry)	Business or Organizations Name and Complete Address	Sector *	Nominated by: (org.)	Term in Years	Term Ends on (Mo/D/Yr)	Se x (M/ F)	Minority (Y/N)	Sector **	Firm Size: (Large or Small)
6. Cynthia Simonsen	Vocational Industries 530 East Centralia St Elkhorn WI 53121-2008	Public	Walworth County Association for Retarded Citizens, Inc	TBD	TBD	F	N		
7. Marilyn Putz	Kaiser Group, Inc. 1000 E Centralia St Elkhorn WI 53121	Public	CLEO	TBD	TBD	F	N		
8. Todd Battle	Kenosha Area Business Alliance 600 – 52 nd St, Suite 120 Kenosha WI 53140	Private	CLEO	TBD	TBD	M	N	81	Small
9. Gordon Kacala	RCEDC 4701 Washington Avenue Racine WI 53406-4232	Public	CLEO	TBD	TBD	M	N		
10.	Dani Maculan Walworth County Dept. of Human Services PO Box 1005 Elkhorn WI 53121	Public	LEO	TBD	TBD	M	N		

Form A

WDB MEMBERSHIP FORM

WDA# 1Contact Person Beth Norris

Required Membership _____

Date Changed April, 2005

								Private Sector Only	
Member Name & Title (Number each entry)	Business or Organizations Name and Complete Address	Sector *	Nominated by: (org.)	Term in Years	Term Ends on (Mo/D/Yr)	Sex (M/F)	Minority (Y/N)	Sect or **	Firm Size: (Large or Small)
11. Debbie Jossart	Racine County Human Services Department 1717 Taylor Avenue Racine WI 53403	Public	LEO	TBD	TBD	F	N		
12. Diane Knutson	DWE 892 Main St, Suite J Pewaukee WI 53072-5815	Public	DWD	TBD	TBD	M	N		
13. Ron Frederick	Senior Community Services of Southeastern Wisconsin 8600 Sheridan Road Kenosha WI 53143-6504	Public	LEO	TBD	TBD	M	N		
14. Suzanne Lee	DVR 201 E. Washington A100 Madison WI 53703	Public	DWD	TBD	TBD	F	N		
15. Carol Long	Unemployment Insurance 6081 N. Tutonia Avenue Milwaukee WI 53209-3644	Public	DWD	TBD	TBD	F			

WDA# 1Contact Person Beth Norris

Required Membership _____

Date Changed April, 2005

								Private Sector Only	
Member Name & Title (Number each entry)	Business or Organizations Name and Complete Address	Sector *	Nominated By: (org.)	Term in Years	Term Ends on (Mo/D/Yr)	Sex (M/F)	Minority (Y/N)	Sector **	Firm Size: (Large or Small)
16. William Adams	3721 Indiana Lane Racine WI 53405	Public	LEO	TBD	TBD	M	N		
17. Dennis Schultz	Job Center/Human Services Building 8600 Sheridan Road Suite 100 Kenosha WI 53143-6507	Public	LEO	TBD	TBD	M	N		
18. Tina Koehn	UMOS 929 W Mitchell Street Milwaukee, WI 53204	Public	DWD	TBD	TBD	F	N		
19. William Whyte	Gateway Technical College 3520 – 30 th Avenue Kenosha WI 53144	Public	Kenosha Area Business Alliance	TBD	TBD	M	N		
20. Kenneth L. Fellman	M & I Marshall & Ilsley Bank 5935 - 7 th Avenue Kenosha WI 53140	Private	LEO	TBD	TBD	M	N	52	Large

Form A

WDB MEMBERSHIP FORMWDA# 1Contact Person Beth Norris

Required Membership _____

Date Changed April, 2005

								Private Sector Only	
Member Name & Title (Number each entry)	Business or Organizations Name and Complete Address	Sector *	Nominated By: (org.)	Term in Years	Term Ends on (Mo/D/Yr)	Sex (M/F)	Minority (Y/N)	Sector **	Firm Size: (Large or Small)
21. Steve Fredriksson	Gateway Mortgage Corp 1202 60 th St. Kenosha WI 53140	Private	Kenosha Chamber	TBD	TBD	M	N	52	Small
22. Keith Johnson	Martin Petersen Co Inc 9625 – 55 th Street Kenosha WI 53144	Private	Kenosha Chamber	TBD	TBD	M	N	23	Large
23. David Houghton	P.S.G. 6233 - 39 th Avenue Kenosha WI 53142	Private	Kenosha Chamber	TBD	TBD	M	N	62	Small
24. Mary Becker	Kenosha Hospital & Medical Center 6308 - 8 th Avenue Kenosha WI 53143	Private	Kenosha Area Business Alliance	TBD	TBD	F	N	62	Large
25. Don Gillespie	AM Community Credit Union 6715 Green Bay Road Kenosha WI 53142	Private	Kenosha Area Business Alliance	TBD	TBD	M	N	52	Small

WDA# 1Contact Person Beth Norris

Required Membership _____

Date Changed April, 2005

								Private Sector Only	
Member Name & Title (Number each entry)	Business or Organizations Name and Complete Address	Sector *	Nominated By: (org.)	Term in Years	Term Ends on (Mo/D/Yr)	Sex (M/F)	Minority (Y/N)	Sector **	Firm Size: (Large or Small)
26. Marlene Haigh	Project Management Asso. 1532 Michigan Blvd Racine WI 53402	Private	RAMAC	TBD	TBD	F	N	54	Small
27. Robert Ryan	Bombardier 10101 Science Drive Sturtevant WI 53177	Private	RAMAC	TBD	TBD	M	N	31	Large
28. Mike Batten	Twin Disc, Inc 1328 Racine Street Racine WI 53403	Private	RAMAC	TBD	TBD	M	N	31	Small
29. Ann Navera	Memorial Hospital of Burlington 252 McHenry Street Burlington WI 53105	Private	RAMAC	TBD	TBD	F	N	62	Large
30. Mike Ghislain	Runzheimer International Runzheimer Park Rochester, WI 53167	Private	RAMAC	TBD	TBD	M	N	54	Small
31. Kevin Mooney	Johnson Outdoors 555 Main Street Racine WI 53403	Private	RAMAC	TBD	TBD	M	N	31	Small

WDA# 1Contact Person Beth Norris

Required Membership _____

Date Changed April, 2005

								Private Sector Only	
Member Name & Title (Number each entry)	Business or Organizations Name and Complete Address	Sector *	Nominated By: (org.)	Term in Years	Term Ends on (Mo/D/Yr)	Sex (M/F)	Minority (Y/N)	Sector **	Firm Size: (Large or Small)
32. Dorothy Metz	McDonald's Corp. 2200 Lathrop Avenue Racine WI 53405	Private	RAMAC	TBD	TBD	F	N	72	Small
33. Dave Weber	Mode Industries, Inc. 1723 Woolsey Avenue PO Box 440 Delavan WI 53115-0440	Private	Chamber	TBD	TBD	M	N	31	Small
34. Charles Colman	Colman Group, Inc. 555 Koopman Lane Elkhorn WI 53121	Private	Chamber	TBD	TBD	M	N	33	Small
35. James Stowell	B & J Stowell, Inc. 224 E State Street Burlington WI 53105	Private	Chamber	TBD	TBD	M	N	59	Small
36. Saul Arteaga	Southern WI Interpreting and Translation Services, LLC 218-1/2 Walworth Avenue Delavan WI 53511	Private	Chamber	TBD	TBD	M	Y	51	Small
37. Roger Caron	Racine Area Manufacturers & Commerce 300 Fifth Street Racine WI 53403	Private	RAMAC	TBD	TBD	M	N	81	Small

Form B**YOUTH COUNCIL MEMBERSHIP FORM**

WDA # 1 Southeastern WI

Contact Person: Beth Norris

Date Changed: April, 2005

Category	Name, Address, Phone, e-mail	Organization	Nomination Process	Selection Process
1	Cherie Devitt 3045 Chatham St. Racine, WI 53402 262 639-8121	Safe Start	Racine RCCY	Local WDB approved, appointed or designated
1	Debbie Jossart Racine County Human Services 1717 Taylor Ave Racine, WI 53403 262 638-6622	Racine County Human Services	Racine RCCY	Local WDB approved, appointed or designated
1	Diane Lang 2220 Northwestern Ave Racine, WI 53404 262 631-7024	Youth Connections/Racine Health	Racine RCCY	Local WDB approved, appointed or designated
1	Surita Hall Essex 220 South St Lake Geneva, WI 53147 262 348-2000		Walworth PC	Local WDB approved, appointed or designated
1	Byron Wright 5407 8 th St. Kenosha, WI 53140-3715 262 657-7188 bwright@co.kenosha.wi.us	Kenosha Human Services	Kenosha YC	Local WDB approved, appointed or designated
1	Tom Weiss W3985 Cty. Hwy. NN Elkhorn, WI 53212 262 741-2351	Big Brothers, Big Sisters	Walworth PC	Local WDB approved, appointed or designated
1	Becky Veres	Racine Youth Resource Center	Racine RCCY	Local WDB approved,

Categories: 1-Youth Service Agencies, including Juvenile Justice and Law Enforcement; 2-Local Public Housing; 3- Parents of Eligible Youth; 4-Former Participants; 5-Job Corps; 6-WDB Members; 7-Other Individuals

Form B**YOUTH COUNCIL MEMBERSHIP FORM**

WDA # 1 Southeastern WI

Contact Person: Beth Norris

Date Changed: April, 2005

	1235 Creek Road Delevan, WI 53115 262 728-2642			appointed or designated
1	Loren Skelton 218 ½ E. Walworth Ave. Delevan, WI 53115 262 740-2590	Head Start	Walworth PC	Local WDB approved, appointed or designated
1	Ahmed Qawi 818 6 th St. Racine, WI 53403 262 637-7625	Youth Leadership Academy	Racine RCCY	Local WDB approved, appointed or designated
1	Mary Jane Landry Wilkins 1030 Washington Ave. Racine, WI 53403 262 647-9557	Next Generation Now	Racine RCCY	Local WDB approved, appointed or designated
1	Donna Bragg 4221 Greenbriar Ln Racine, WI 53403 262 886-8471	Girl Scouts	Racine RCCY	Local WDB approved, appointed or designated
1	Mary Beier 714 52 nd St. Kenosha, WI 43140 262 653-24-94	Kenosha County Juvenile Intake	Kenosha YC	Local WDB approved, appointed or designated
1	Jim Huycke 740 College Ave Racine, WI 53403 262 633-3503	SAFE Haven	Racine RCCY	Local WDB approved, appointed or designated
1	Carol McNulty 8934 Vona Dr.	YWCA	Racine RCCY	Local WDB approved, appointed or designated

Categories: 1-Youth Service Agencies, including Juvenile Justice and Law Enforcement; 2-Local Public Housing; 3- Parents of Eligible Youth; 4-Former Participants; 5-Job Corps; 6-WDB Members; 7-Other Individuals

Form B**YOUTH COUNCIL MEMBERSHIP FORM**

WDA # 1 Southeastern WI

Contact Person: Beth Norris

Date Changed: April, 2005

1	Racine, WI 53406 262 886-4342			
1	Mary Beth Ormiston 6913 Butternut Rd. Racine WI 53402	YMCA	Racine RCCY	Local WDB approved, appointed or designated
1	Dan Baran 1101 Douglas Ave Racine, WI 53402	Professional Services Group	Racine RCCY	Local WDB approved, appointed or designated
2	Sam Rangel 1220 Mound Rd Racine, WI 53403 262 693-6200	SAFE Haven	Racine RCCY	Local WDB approved, appointed or designated
2	Linda Weber 355 Wisconsin St. Elkhorn, WI 53121 262 723-6123	Walworth County Housing Authority	Walworth PC	Local WDB approved, appointed or designated
2	Delores Teale 704 College Ave. Racine, WI 53403 262 248-7004	Taylor Home	Racine RCCY	Local WDB approved, appointed or designated
2	Catherine Marcanti 623 Main St. Lake Geneva, WI 53147 262 248-1020	Prudential Select Properties	Walworth PC	Local WDB approved, appointed or designated
3	Sheri Faber	Foster Parent	Walworth PC	Local WDB approved, appointed or designated
3	Laura Kavalauskas 8206 66 th Ave. Pleasant Prairie, WI 53158 262 694-5575	Parent	Kenosha YC	Local WDB approved, appointed or designated

Categories: 1-Youth Service Agencies, including Juvenile Justice and Law Enforcement; 2-Local Public Housing; 3- Parents of Eligible Youth; 4-Former Participants; 5-Job Corps; 6-WDB Members; 7-Other Individuals

Form B**YOUTH COUNCIL MEMBERSHIP FORM**

WDA # 1 Southeastern WI

Contact Person: Beth Norris

Date Changed: April, 2005

3	Phyllis Raglan 2615 73 rd St Kenosha, WI 53143 262 455-1107	Parent	Kenosha YC	Local WDB approved, appointed or designated
4	vacant			
5	Debra Woods-Cornelius 8600 Sheridan Rd Kenosha, WI 53143-6504 262 697-4741 dwoods@co.kenosha.wi.us	Job Corps	Kenosha YC	Local WDB approved, appointed or designated
6	Tim Mahone 3611 80 th St Kenosha, WI 53142-4913 262 694-3932 timothy_mahone@bankone.com	Bank One	Kenosha YC	Local WDB approved, appointed or designated
6	Dr. Sam Borden 3520 30 th Ave. Kenosha, WI 53144-1690 262 564-3000 bordens@gtc.edu	Gateway Technical College		Local WDB approved, appointed or designated
6	Dr. Gregory Campbell 2001 Alford Dr. Kenosha, WI 53140-1994 262 551-5858 fgc@carthage.edu	Carthage College		Local WDB approved, appointed or designated
6	Steve Fredriksson 1201 60 th St. Kenosha, WI 53141 262 657-7733 steve@gatewaymortgagecorp.com	Gateway Mortgage Corporation		Local WDB approved, appointed or designated
6	Wally Graffen	Boys and Girls Club		Local WDB approved,

Categories: 1-Youth Service Agencies, including Juvenile Justice and Law Enforcement; 2-Local Public Housing; 3- Parents of Eligible Youth; 4-Former Participants; 5-Job Corps; 6-WDB Members; 7-Other Individuals

Form B**YOUTH COUNCIL MEMBERSHIP FORM**

WDA # 1 Southeastern WI

Contact Person: Beth Norris

Date Changed: April, 2005

	1715 52 nd St Kenosha, WI 53141 262 654-6200 x105 wgraffen@bcgkenosha.org			appointed or designated
6	David Houghton 6233 39 th Ave. Kenosha, WI 53142-7015 262 654-1004 cippshoughton@myway.com	Professional Services Group		Local WDB approved, appointed or designated
6	Dr. Jack Keating Box 2000 Kenosha, WI 53141-2000 262 595-2211 jack.keating@uwp.edu	UW-Parkside		Local WDB approved, appointed or designated
7	Steve Nelson 900 Wood Rd Kenosha WI 53141-2000 262 595-2512 steven.nelson@uwp.edu	UW-Parkside	Kenosha YC	Local WDB approved, appointed or designated
7	Dr. Scott Pierce 3600 52 nd St. Kenosha, WI 53144-2697 262 653-6320 spierce@kUSD.edu	Kenosha Unified School District	Kenosha YC	Local WDB approved, appointed or designated
7	Sandra Schroeder-Brietzman 1000 E. Centralia Elkhorn, WI 53121 262 723-3424	Walworth County Job Center	Walworth PC	Local WDB approved, appointed or designated
7	Jorge Mayorga	UW-Extension	Walworth PC	Local WDB approved,

Categories: 1-Youth Service Agencies, including Juvenile Justice and Law Enforcement; 2-Local Public Housing; 3- Parents of Eligible Youth; 4-Former Participants; 5-Job Corps; 6-WDB Members; 7-Other Individuals

Form B**YOUTH COUNCIL MEMBERSHIP FORM**

WDA # 1 Southeastern WI

Contact Person: Beth Norris

Date Changed: April, 2005

7	W3929 Cty. Hwy. NN Elkhorn, WI 53121 262 741-3186 Vicki Loudon-Sykes 125 S. Walworth St. Delevan, WI 53115 262 728-2642	Delevan-Darien School District	Walworth PC	appointed or designated Local WDB approved, appointed or designated
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Categories: 1-Youth Service Agencies, including Juvenile Justice and Law Enforcement; 2-Local Public Housing; 3- Parents of Eligible Youth; 4-Former Participants; 5-Job Corps; 6-WDB Members; 7-Other Individuals

Procedure for Support Costs

1. A customer may request assistance from WIA to cover costs such as child care or transportation. When the request is made, the Employment Consultant and the customer complete the “Customer Need Statement”. This statement is placed in the customer’s portfolio.
2. Transportation support can be provided in two forms. Either bus pass/token or per diem.
 - If a customer is using their own transportation to commute from home to a training location. The customer may be reimbursed at \$2.00 per day. The “Mileage Reimbursement Request Form” must be completed and then submitted to the Kaiser Group, Inc for payment. The person in the position is Nancy Harman.
 - If a customer is to receive bus passes or tokens. The customer receives the pass or token(s) from Issuance Office at the WDC. The Employment Consultant keeps a record of this and at the end of the month submits the list with the customer’s name, SS#, and program to the Kaiser Group, via Kim Bartel.
3. Child care is provided for customers while they are attending training. Child care can be provided for time prior to and after training has ended that will provide the customer time to commute from training location to and from the child care provider’s location.
 - Complete the “Workforce Development Center Child Care Authorization” form. For WIA purposes this form should be filled out once for training period and attendance at training should be verified on a monthly basis. If a customer’s circumstances changed, a new form should be completed immediately.
 - Child care costs are to be reimbursed at the rate allowed under W-2.
 - Across the top of the form, the Employment Consultant should write the program funding the child care costs, i.e. WIA Adult, WIA Dislocated Worker.
 - The forms must be completed and then submitted to the Kaiser Group, Inc for payment. The person in the position is Nancy Harman.

WALWORTH COUNTY WIA SUPPORTIVE SERVICES POLICY

CHILD CARE:

The purpose of child care reimbursement is to assist with the cost of child care so the participant will not be prevented from taking part in WIA activities. If child care reimbursement is requested, the WIA case manager will review the case to determine if the individual is Wisconsin SHARES eligible. If s/he is not eligible, the following is the policy for WIA child care reimbursement:

- ◆ Full time student attending training for at least 12 credits/hours per week the maximum payment is \$100.00 per child per week. Reauthorization will be reviewed per semester.
- ◆ Part time student attending training less than 12 credits/hours per week the maximum payment is \$50.00 per child per week. Reauthorization will be reviewed per semester.
- ◆ For individuals in job search the maximum payment will be for 20 hours per week for a maximum of 8 weeks. Review and reauthorization will be at 8-week intervals.
- ◆ For regulated, licensed or certified child care, reimbursement is based on the going rate of the provider.
- ◆ For not regulated, licensed or certified child care, reimbursement is based on \$1.80 per child, per hour.
- ◆ Reimbursement is not permitted for child care provided by a member of the immediate family (defined as the parent or sibling of the child receiving child care services), nor by a member of the same household as the participant, nor for children over the age of 12, unless they have a disability that is documented in the case file by the case manager.
- ◆ A statement of need and a child care authorization form must be completed for anyone requesting child care reimbursement. The participant must complete a separate child care authorization form for each new or additional child care provider.
- ◆ The child care payment request form is to be completed and signed by the provider. The participant weekly attendance report is completed and signed by the instructor of the training institution. Both forms are returned to the WIA case manager for review and approval for payment. Forms must be submitted no later than 30 days after the activity for which payment is requested. If submitted after 30 days, payment may be denied.
- ◆ Child care reimbursement is paid directly to the child care provider.

TRANSPORTATION

The purpose of transportation reimbursement is to assist with reimbursement so the participant will not be prevented from taking part in WIA activities. The following is the policy for WIA transportation reimbursement:

- ◆ \$.10 a mile for over 20 miles round trip or \$2.00 a day for 20 miles (or under) round trip.
- ◆ A statement of need must be completed for anyone requesting transportation reimbursement.
- ◆ The mileage reimbursement payment request is to be completed and signed by the participant. The weekly attendance report is completed and signed by the instructor of the training institution. Both forms are returned to the WIA case manager for review and approval for payment. Forms must be submitted no later than 30 days after the activity for which payment is requested. If submitted after 30 days, payment may be denied.
- ◆ Transportation reimbursement is paid directly to the participant.

Kenosha County WIA Policy for Adults and Dislocated Worker Training Services - Effective July 1, 2000
Training Provider and Individual Training Accounts

Summary:

Individual Training Accounts (ITA) are the method to award WIA funds to a job seeker to pay for training costs, e.g. scholarships. This includes Adult and Dislocated Worker Program training. Prior to ITA implementation, an approved list of Training Providers (TP) is created through applications with initial approval at the local level and final approval at the State level for a statewide list.

The TP application forms will be forwarded from the Tri-County Board to the State of Wisconsin, Department of Workforce Development. The TP application is developed by the State and, once approved, allows an education or training organization to use ITAs. The current plan is to have this approved list posted on the Internet. The job seeker can choose to use the ITA at any approved education or training organization in the State. Once inter-state agreements are developed, it will be possible to use the ITA at Illinois, etc., education or training organizations. These funds are only for Kenosha County residents through the Job Center.

ITA Funding Policy:

1. Complete a financial means test using the past year's income tax filing or the past two months of income multiplied by six for an annual estimate.
2. Use a sliding scale based on the financial means test to determine the maximum level of WIA funding.

<u>Individual Income Level</u>	<u>Max. Percent of Initial Funding</u>
< \$20,000	100%
\$20,000 - \$29,999	75%
\$30,000 - \$39,999	50%
\$40,000 - \$49,000	25%
\$50,000 >	0%

NOTE: Because of the policy in 1. above, all individuals become eligible after two months of unemployment for training services, i.e. 100%. This policy allows individuals with low income or on public assistance to be immediately eligible for

training

support.

3. Allow training costs of \$300 or less, per semester, to be exempt from the means test and sliding scale. This policy allows individuals that need only one course, workshop or seminar that service to improve their employability.
4. Fund all related training costs that are needed to complete a training program successfully including tuition, books, supplies and supportive services such as child care and transportation.
5. An ITA will fund one semester or component at a time for training.
6. Require all job seekers seeking WIA funding to apply for all other appropriate financial assistance and, if awarded, apply this other financial assistance in coordination with WIA funds.
7. Program staff are responsible for coordinating all potential financial assistance, including WIA funds.
8. Require passing grades, per funding period, as a condition for future funding.

Racine County WIA Policy for Adults and Dislocated Worker Training Services - Effective September 22, 2000
Training Provider and Individual Training Accounts

Summary:

Individual Training Accounts (ITA) are the method to award WIA funds to a job seeker to pay for training costs. This includes Adult and Dislocated Worker Program training. Prior to ITA implementation, an approved list of Training Providers (TP) is created through applications with initial approval at the local level and final approval at the State level for a statewide list.

The TP application forms will be forwarded from the Tri-County Board to the State of Wisconsin, Department of Workforce Development. The TP application is developed by the State and, once approved, allows an education or training organization to use ITAs. The current plan is to have this approved list posted on the Internet. The job seeker can choose to use the ITA at any approved education or training organization in the State. Once inter-state agreements are developed, it will be possible to use the ITA at Illinois, etc., education or training organizations. These funds are only for Racine County residents through the Workforce Development Center.

ITA Funding Policy:

1. Complete a financial means test using the past year's income tax filing or the past two months of income multiplied by six for an annual estimate.
2. Use a sliding scale based on the financial means test to determine the maximum level of WIA funding. Individuals earning \$20,000 or less will receive an ITA covering 100 percent of training costs. The ITA will decrease proportionally until individual income reaches \$50,000 at which point the ITA will cover no training costs. The formula for determining funding is as follows: $\text{ITA Account Funding Percentage} = (\$50,000 - \text{Individual Income}) / \$30,000$ with Max = 100 % and Min = 0%.
3. All customers receiving an ITA will incur a one-time, nonrefundable co-pay cost of \$20.
4. Allow training costs of \$400 or less plus the costs of required books and supplies to be exempt from the means test and sliding scale. This policy allows individuals that need only one course, workshop or seminar that service to improve their employability.
5. Fund all related training costs that are needed to complete a training program successfully including tuition, required books, supplies and necessary supportive services such as child care and transportation.
6. An ITA will fund one semester or component at a time for training.
7. Customers enrolled in training programs that extend beyond one semester will be given priority access to continued training and future funding.
8. Require all job seekers seeking WIA funding to apply for all other appropriate financial assistance and, if awarded, apply grants, scholarships, and other non-loan awards to be used in coordination with WIA funds. Financial awards of this type shall be applied toward the total cost of the training.
9. Program staff are responsible for coordinating all potential financial assistance, including WIA funds.
10. Require passing grades, per funding period, as a condition for future funding.
11. An ITA can only be used to receive training for occupations approved by the Racine County Workforce Development Board.

ITA Funding Policy

1. Must apply for Financial Aid (Pell Grant):
Apply by April 15 for Fall semester
Apply by November 1 for Spring semester
2. Eligibility will be established by utilizing the Poverty Guidelines according to Family Size and Income from the previous 6 months.
Public assistance recipients are automatically eligible.
3. Priority will be given to:
Public Assistance
Low Income
4. Funding of \$500 or less per semester, with a 2 semester/\$1000 maximum, will be allowed for individuals who need only one course, short-term program...to improve their employability.
5. Current Participants must have:
 - 1 Documented Core Service
 - Registered in WIA
 - 1 Documented Intensive ServiceIncome eligibility will be re-determined at the time of request for an ITA
6. An ITA will fund one semester or component at a time for training.
7. Require passing grades, per funding period, as a condition for future funding.

Dislocated Worker:

No income eligibility guidelines
Must meet the definition for dislocated worker

Actions for the Board:

Prioritize any other groups
Public Assistance
Low Income

Kenosha County “Need for Training”

1. *Verification of receipt of one core service*
2. *Vocational assessment results (may be waived)*
3. *Case Management determination based upon jobs available within 1 hour commute, maximum required funding of 2 years*
4. *Documented potential for return on investment based upon the following:*
 - a. *Program that produces 5 or more graduates a year, more than 60% find jobs in field, more than 60% receive health benefits, pay is at least \$8.00 per hour for 1 year training programs and \$9.50 per hour for programs longer than 1 year.*
 - b. *Connect to minority participation in high demand occupations program*
 - c. *For adults and older workers, placement wages average at least \$8.00 per hour with at least 70% providing health benefits*
 - d. *For older youth, placement wages average 7.00 per hour with at least 50% offering health benefits*
 - e. *For youth under 18 years of age, placement wages average at least \$6.00 per hour.*

Exceptions based upon job center manager approval.

TRAINING REQUIREMENT FORM

Customer name:
Social Security #:
Degree/certificate/program/diploma enrolled:
Funding Source:

As a condition of funding your education/retraining we are required to track and monitor both your progress and compliance with the program guidelines. Those guidelines are as follows:

- I will notify my employment consultant of any employment, wages and benefits of such employment, obtained while receiving services through the Workforce Development Center.
- I have researched and understand the training requirements and specific job duties that correspond to this career.
- I have researched current labor market information and trends on this career.
- I understand that WIA services are not guaranteed, and will be provided on a semester by semester basis.
- It is required that I maintain at least a 2.0 grade point average for each training period.
- I will notify the Employment Consultant if a grade is likely to be a F or an Incomplete, prior to the end of the semester.
- I must obtain permission from the Employment Consultant before adding/dropping classes, or withdrawing from an approved program.
- I will return all books, supplies, tools and/or equipment to the Employment Consultant upon failure to maintain a 2.0 grade average, or failure to complete a course.
- I will apply for Financial Aid if I am planning to attend full-time school.
- I understand that before I purchase/register for classes, books or supplies, I must first receive prior authorization; failing to do so may result in non-reimbursement of the expense.
- I understand that I may be required to submit reports verifying my attendance of the selected training program.
- I will provide copies of my report card or equivalent to the Employment Consultant prior to any future authorizations.

The above requirements are effective through the duration of enrollment in the program. Changes in and additions to the requirements may be made at any point. Failure to adhere to the prescribed terms and conditions may result in exit from the program, as well as discontinuation of services provided by the Employment Consultants at the Racine County Workforce Development Center.

I have read and fully understand the above requirements:

Customer
Signature _____ Date _____

Employment Consultant
Signature _____ Date _____

WALWORTH COUNTY JOB CENTER

1000 East Centralia

Elkhorn, WI 53121

(262)-741-5180

Hours: Monday through Friday 7:45-4:30

Training Requirement Form

Name:	S S #
Training Program:	Allocation:

As a condition of funding your education/training, we are required to track and monitor both your progress and compliance with program guidelines. Those guidelines are as follows:

- I will notify my case manager of any employment, wages and benefits of such employment obtained while receiving services through the WIA Program.
- I have researched and understand the training requirements and specific job duties that correspond to this career.
- I have researched current labor market information and trends in this career.
- I understand that WIA services are not guaranteed, and will be provided on a semester by semester basis.
- It is required that I maintain at least a 2.0 grade point average for each education/training period.
- I will notify the Case Manager if a grade is likely to be an F or an Incomplete, prior to the end of the semester.
- I must obtain permission from the Case Manager before adding/dropping classes, or withdrawing from an approved program.
- I will return all books, supplies, tools and/or equipment to the Case Manager upon failure to maintain a 2.0 grade average, or failure to complete a course.
- I will apply for Financial Aid.
- I understand that before I purchase/register for classes, books or supplies, I must first receive prior authorization; failing to do so may result in non-reimbursement of the expense.
- I understand that I may be required to submit reports verifying my attendance at education/training.
- I will provide copies of my grades or equivalent to the Case Manager prior to any future authorizations.

The above requirements are effective through the duration of enrollment in the program. Changes in and additions to the requirements may be made at any point. Failure to adhere to the prescribed terms and conditions may result in discontinuation of support for education/training provided by the WIA Program.

I have read and fully understand the above requirements: Customer Signature:	Date:
Case Manager Signature:	Date:

Racine County Workforce Development Board

2005 Meeting Schedule

Thursday, March 17, 2005 - - 5:00 – 6:30 p.m.

Thursday, June 9, 2005 - - 5:00 – 6:30 p.m.

Thursday, September 15, 2005 - - 5:00 – 6:30 p.m.

Thursday, December 15, 2005 - - 5:00 – 6:30 p.m.

All of these meetings will be held at the Workforce Development Center in the Public Meeting Room (conference room 1 South).

2005 MEETING SCHEDULE

WALWORTH COUNTY WORKFORCE DEVELOPMENT BOARD

CONTACT MARILYN PUTZ 741-5274

Thursday, January 13, 2005	7:30 - 9:30 am
Thursday, March 10, 2005	7:30 - 9:30 am
Thursday, May 12, 2005	7:30 - 9:30 am
Thursday, July 14, 2005	7:30 - 9:30 am
Thursday, September 8, 2005	7:30 - 9:30 am
Thursday, November 10, 2005	7:30 - 9:30 am

All meetings are held at:

Walworth County Health and Human Services Center

W4051 Hwy NN

Elkhorn, WI

Conference Room G

(Enter door with canopy on East side of building, next to Lakeland Hospital)